

MEMORANDUM FOR: Director of Training

25X1A FROM :   
Orientation Coordinator

VIA : Deputy Director for Operations Training

SUBJECT : Course Report, Scientific and Technical  
Collection Orientation for DDO Officers,  
15 - 19 November 1976

1. This five-day orientation was conducted in Room 1A13 Headquarters from 15 - 19 November 1976. There were 27 participants (24 from DDO and 3 from the DDS&T) in attendance.

2. The evaluations reflect that the course objectives were met and that the participants gained a better understanding of the overall requirements and interests of the DDS&T. Many of the students verbally indicated that this course afforded an opportunity for the DDO and DDS&T to come face to face with peers and exchange ideas or their needs and problems and, in some instances, arrive at solutions. There was some criticism on the heavy use of vu-graphs. About 80 percent of the speakers utilized this form of training, however, in presenting technical subjects to nontechnical individuals it is a good mechanism. I would recommend in the future that precourse reading be incorporated in the form of a glossary of terminology and some basic introductory reading materials on OSI and OWI subjects.

3. Due to the organizational transfer of OSI and OWI to the DDI, there were some changes in speakers, but this did not detract from the course objectives. The majority of speakers were effective, with the exception of the presentation on "Technology Transfer." It is an important area, but a dry one, and the speaker did nothing to enliven it.

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4. The segment on "Life Science" is an area of interest to all and was well received. For some reason the OSI panel never got off the ground. There were six individuals in the class from [ ] and they began to monopolize the panel with their problem areas. DD/OSI, who chaired the panel, ably handled the situation and elicited questions from other members of the class. The OWI panel went extremely well, and there was a lively exchange of areas of interest and problems on both sides. Many points of contact were made, and a better understanding of what the two components could do for one another and a realistic appreciation of the limitations each area has was gained during this two-hour session.

5. The class was a responsive one and asked many questions during the five days. Like most orientation programs, it is difficult to reach the point of not giving too much versus giving too little. With the inclusion of precourse reading, additional reading material in class, and a reduction of vu-graphs, a proper balance should be achieved and confusion of terminology will be alleviated. Overall the course met its objectives.

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Attachments:

- 1 - Student Roster
- 2 - Evaluations
- 3 - Schedule

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Scientific and Technical Collection Orientation for DDO Officers

FROM:

Orientation Coordinator

EXTENSION

NO.

25X1A

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/LTD  
6D57 Hqs.

8/12/76

H

2.

3.

DD/OT  
1025 CofC

9 DEC 1976

J

4.

5.

C/TSS  
826 CofC

10 Dec

KR

6.

7.

C/PPG  
1016 CofC

12/13

WA

8.

EO/TR  
1025 CofC

12/13

D

9.

DDTR  
1026 CofC

14 DEC 1976

12/14

J

10.

DTR  
1026 CofC

14 DEC 1976

14 DEC 1976

D

11.

C/LTD  
6D57 Hqs.

21 Dec

H

12.

~~DD/OT~~  
~~1025 CofC~~

13.

Orientation Coordinator  
816 CofC

21 Dec

OH

14.

15.

Sounds successful.  
Some of the student  
comments are very  
well articulated you  
were dealing with  
an intelligent bunch

25X1A

FORM  
3-62

610

USE PREVIOUS  
EDITIONS☒

SECRET

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